

IMPORTANT NOTICE



Personal Privacy Protection.

In compliance with the policy of the Judicial Conference of the United States and in order to promote electronic access to case files while also protecting privacy and other legitimate interests, the Northern District of New York will shortly be modifying its Local Rules regarding the inclusion of personal identifiers within papers filed with the Court. **Effective immediately**, parties shall refrain from including, or shall redact where inclusion is necessary, the following personal identifiers from all pleadings filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court.¹

1. **Social security numbers.** If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.
2. **Names of minor children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used.
3. **Dates of birth.** If an individual's date of birth must be included in a pleading, only the year should be used.
4. **Financial account numbers.** If financial account numbers are relevant, only the last four digits of that number should be used.

The responsibility for redacting these personal identifiers **rests solely with counsel and the parties.** The Clerk of Court will not review each pleading for compliance with this rule. Counsel and the parties are cautioned that failure to redact these personal identifiers may subject them to the full disciplinary power of the Court.

Thank you for your attention to this procedural modification.

Lawrence K. Baerman, Clerk of Court

¹Please note that transcripts of the administrative record in social security proceedings and state court records relating to a habeas corpus petitions are exempt from this requirement and shall not be made available in an electronic format.